

# Laurel Shoop

## Contact

Juneau, AK  
[REDACTED]

## Education

**Metropolitan State  
University of Denver**  
BS Biology  
Denver, CO  
2012

## Key Skills

Communication  
Process Improvement  
Budget Analysis  
Procurement  
Legislation  
Policy & Procedure

## Experience

*September 2020 to Present*

### **Program Budget Analyst IV • Office of Management and Budget**

Capital Budget preparation for the Governor's budget including coordination of all capital projects for all state agencies and any resulting legislative inquiries. Operating Budget preparation for the Governor's budget and legislative response coordination for Dept. of Fish & Game and Dept. of Natural Resources. Reviewing the Capital Appropriation Status Report (CASR) in coordination with the legislature and other agencies. Drafting and editing Capital Budget Instructions for fellow budget analysts. Creating Capital Alaska Budget System (ABS) Scenarios. Serving as the backup ABS programmer. Drafting and analyzing Capital Reports. Receiving and analyzing requests from agencies for funding prioritization of Deferred Maintenance (DM) projects. Editing the Revised Program (RP) Manual that tracks substantial changes in agency budgets.

*February 2019 to September 2020*

### **Procurement Specialist III • Dept. of Education and Early Development**

Procurement manager developing communication strategies for complex solicitations, contract negotiation, and decision documentation. Working collaboratively with the Commissioner's Office and division directors. Conducting all formal solicitations in accordance with the State Procurement Code as authorized in Alaska Statutes (AS 36.30), associated regulations, and administrative guidelines.

*July 2018 to February 2019*

### **Contracting Officer II • Dept. of Administration**

Procurement manager for the Office of Information Technology (OIT) procurement process. Coordinating and partnering with customer agencies through diplomatic, service oriented relationships. Negotiating contracts with complex terms and conditions for multi-faceted agreements.

*February 2017 to July 2018*

### **Procurement Specialist II • Dept. of Environmental Conservation**

Developing, receiving, and evaluating solicitations, then negotiating and awarding the resulting contracts for all procurements related to the Division of Water and Division of Air. Using IRIS to conduct purchasing and property management activities. Auditing procurement documentation for procedural compliance. Advising and training department management and administrative personnel on application of state procurement and property control statutes, regulations, and policies.

2018 – Helped the State of Alaska win the NASPO Gold George Cronin Award for Continuous Improvement in Procurement through consolidation and digitization of 9 property management forms into 1 for an overall cost reduction impact of \$4.9 million.<sup>1</sup>

## References

Available upon request.

<sup>1</sup> National Association of State Procurement Officials (NASPO), 2018 Gold Award Winner. George Cronin Award Submission | *Continuous Improvement in Procurement – Alaska*. [https://www.naspo.org/wp-content/uploads/2020/07/AK-Continuous-Improvement-in-Statewide-Procurement-Submission\\_1-1.pdf](https://www.naspo.org/wp-content/uploads/2020/07/AK-Continuous-Improvement-in-Statewide-Procurement-Submission_1-1.pdf)